



Pro-Tec Fire Services, Ltd.
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Airport Fire Chief

Applications are currently being accepted by Pro-Tec Fire Services at the Mojave Air and Space Port Fire Department in Mojave, CA for a current fulltime Airport Fire Chief. Current pay is \$80,000-\$83,000 per year and benefits package is offered for full-time employees.

Pro-Tec Fire Services, Ltd. is the leader in Contracted Aircraft Rescue and Firefighting (ARFF) since 1974.

Job Summary: Under the direction of the Regional Fire Chief, the Fire Chief is responsible for the overall management of emergency response activities, training, and day-to-day operations of the Department. This includes managing a crew of Firefighters and Officers who will provide firefighting (ARFF) related services, assistance in emergency rescue/medical response and service, hazardous operations/hazmat spills response, fueling, and alarm response. The Fire Chief may work closely with other local agencies, and community organizations to maintain a harmonious relationship throughout the organization.

Duties and Responsibilities:

- Ensure all appropriate logs and records such as activity and call logs, investigations, inspections, alarms, medical reports, financial records, and reports are properly prepared and maintained.
- Assure proper maintenance and reliability of associated equipment, apparatus, buildings, and other facilities.
- Assist in emergency planning and exercise coordination of FAA required annual and tri-annual exercises.
- Provide information services for local agencies to include but not limited to Emergency plans.
- Provide supervision of personnel, conducts annual performance reviews, investigates personnel issues, recommends/prepares, and delivers the performance and disciplinary decisions of all subordinate personnel in accordance with the Policies, Guidelines and Standard Operating Procedures (SOPs).
- Partner with human resources in recruitment efforts; conduct interviews and recommend hiring of qualified candidate; onboarding of new employees.
- Assist the Regional Fire Chief with the planning and preparation of the Department annual budget. Control expenditures within the budget appropriation for assigned areas; continuously plan and act to reduce costs and increase effectiveness.
- Be available on off duty days for meetings with Airport Administration, mutual aid agencies or other activities, as requested by the airport.

Skills, and Abilities:

- Strong technical skills in the areas of assignment as well as the ability to understand and support the mission, vision, guiding values and principles of the Department.
- Advanced knowledge in all phases of fire protection and/or emergency medical services work including principles and practices of modern fire control, suppression, prevention, investigation and/or emergency medical services delivery and management.
- Ability to analyze situations and act quickly, calmly, and effectively under emergency and other stressful circumstances.
- Ability to respond to emergency situations and assume or delegate authority appropriately, including the physical abilities to participate in fire suppression and emergency activities as needed.
- Thorough knowledge of the policies, rules, and regulations of the Department, as well as a working knowledge of the applicable national, state, and local laws, ordinances and codes affecting fire and emergency response services.
- Strong leadership, management and team building skills including strategic planning, personnel management, problem analysis and decision making, adaptability/flexibility, stress tolerance and time management; with the ability to project and foster a customer focused and achievement/oriented Department.
- Ability to maintain an effective working relationship with the Idaho Falls Airport Department that maximizes the service potential of the Department and maintains a positive environment in which members are eager and proud to serve.
- Strong oral and written communication skills with the ability to communicate and present complex ideas/information; and apply appropriate communication techniques to various audiences.

- Strong negotiation and partnering skills with the ability to establish and maintain effective working relationships with the Regional Chief, other members of the staff, employees, related agency and regulatory officials, union representatives and the public.
- Financial management and budgeting skills necessary to effectively manage budgeted resources for the efficient operation of assigned areas with the ability to prepare and supervise the accurate preparation and maintenance of comprehensive reports and records.
- Ability to prepare accurate and detailed reports regarding the handling of routine and emergency duties. Review all reports prior to submission to the Airport Authority.
- Ability to prepare and administer payroll for the Department in coordination with the Payroll Department.
- A thorough understanding of and demonstrated experience in NIMS and ICS Incident Command Systems.
- Working knowledge and proficiency in the operation of computer equipment and software programs used by the Department, to include Microsoft Teams, Outlook, Word and Excel.

License/Certification:

- Firefighter I & II certification by IFSAC or Pro-Board (Required)
- CPR and EMT-B certified (Required)
- Hazmat Awareness & Operations certification (Required)
- Drivers license (Required)
- Work authorization (Required)
- Fire Instructor Certification (Preferred)
- Fire Officer Certification (Preferred)
- Fire Inspector Certification (Preferred)
- ARFF Driver/Operator (Preferred)
- 8 years of FF experience including ARFF (Preferred)
- 5 years or more of management experience preferably as a Captain or higher.

Education, Qualifications, and Experience Necessary:

- High school diploma or equivalent.
- College degree (preferred)

Benefits:

- 401(k) with company matching
- Dental, health, vision, and life insurance
- Flex spending account
- Paid time off

Ability to commute/relocate:

- Mojave, CA 93501: Reliably commute or planning to relocate before starting work (Required)

All candidates must be able to pass a 10-year FBI Criminal History Record Check, a TSA Security Threat Assessment, and maintain a Secure badge. A valid driver's license in good standing is required at all times.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the typical elements and criteria necessary to successfully perform the job. The company reserves the right to add, amend or revise the job description at any time.

Schedule: Monday-Friday

Job Type: Full-time

Hiring one candidate.

Click [here](#) To Apply:

Pro-Tec Fire Services, Ltd. is an Equal Opportunity and Affirmative Action Employer.

